

**TO: Michael D. McVicker, Assistant Director
Computer Services Division
Department of Information Services**

FROM: Kathy Rosmond, Stan Ditterline

DATE: May 1, 1996

SUBJECT: MONTHLY STATUS REPORT FOR APRIL 1996

I. LEADERSHIP

Year 2000

The following accomplishments occurred during April:

- Conducted a second training session on the **Viasoft analysis tool** for DOC, DOL, DOR, DRS, DSHS and WSP. Several agencies are actively using the tool and several have completed running their applications through the tool.
- Established a **Natural programming analysis service** contract, successfully denied a protest, developed a packet explaining the service to agencies, and hosted an introduction to the service for potential customers.
- Successful negotiated with OFM and agreed upon a concept for **personal services negotiated agreement**. Began the acquisition plan for the agreement.
- Began the acquisition plan and RFP for the Year 2000 **purchased services master agreement**.
- Began the acquisition plans and RFPs for the Year 2000 **conversion tools and conversion services**.
- Developed a draft **Year 2000 policy** for ISB.
- Compiled a list of **critical state computer systems** potentially impacted by Year 2000 data change. Source of the information is a 1991 Deloitte and Touche report and agency disaster recovery plans.
- Completed the **Year 2000 Analysis and Planning Guideline**. The Director's office sent the document to all agency directors and IT managers.

- Facilitated a **Special Interest Group** Subcommittee to study Year 2000 concerns for PC/LAN platforms.

DSHS - SSPS project - DSHS technical support began working with the Viasoft tool to develop an interface with Unisys COBOL code. The effort began on April 4 and was successful by the end of the month. DSHS is validating the results against a manual analysis. The agency has issued an RFP for assistance with the conversion of SSPS.

Employment Security- the agency has not officially started a Year 2000 project because of GUIDE implementation. Diane Vasarkovy will be standing in for Wendy Holden on Executive Steering Committee. Kathy briefed her concerning the committee and project status.

WSU - the university is interested in using Natural analysis services.

DOC - the agency will be using the DIS Viasoft analysis tools.

WSP - the agency is interested in using the DIS Viasoft analysis tools.

VI. OPERATIONAL IMPROVEMENTS (Infrastructure)

Customer Support

The project team is working with Gartner Group to provide a site for receiving the Gartner Group's June 7 satellite broadcast on the Year 2000.

Several people from CSD attended a teleconference with Kathy Haskins from ISSC's Year 2000 Competency Center for CSD managers.

Communications

- Kathy volunteered to participate in **SIM Year 2000 working group**. After discussions with the group leader, she determined the time and travel impact could not be justified. Dorette Markham from L&I is interested in Washington State participation and asked Kathy to reconsider.
- The **Year 2000 Home Page** went into production April 16. Mary Lou Smith joined the project on a part time basis. She restructured the outline of the Home Page to better represent the type of information we provide.
- Mary Lou Smith met with the Communications group to develop the format for a Y2K Countdown **Newsletter**. She will publish the first issue in May. Mary Lou also assisted the Communications group in collecting information for **press release** if the Director's office is called and asked to comment.

- Kathy and/or Stan made **presentations** to the following groups:

Revenue Forecast Council	Assistant Directors for Administration
OFM budget analysts	Parks and Recreation Department
Deputy Directors Group	Department of Agriculture
Governor's Small Agency Cabinet	
Washington Council for Prevention of Child Abuse and Neglect	

- Kathy developed talking points for Director's May 20 presentation to Governor's Cabinet.
- Kathy had discussions with Year 2000 project team members from New Jersey, Minnesota, Kansas, Oregon, California.
- Stan and Kathy attended the April PSY2KO meeting. Stan is going to make a presentation on the scope and lessons learned from the Vanilla project at the May meeting.

VII. TECHNOLOGY IMPROVEMENTS

CTC may be interested in partnering with CSD to establish a lab for the Silverline analysis tool. The proposed lab site is on the SPSCC campus and would use students as lab assistants. An instructor would be responsible for monitoring the lab and the students. CSD would purchase the Silverline product and, perhaps, a secure server.

VIII.V Achievements planned for next month

- Kathy will make a presentation to the Association of City and County Information Services on May 10 (at Sun Mountain).
- Stan will attend the Viasoft International User Conference in Phoenix May 19-22.
- We plan to send out the RFP for Year 2000 conversion tools.
- Acquisition plans for personal and purchased services agreements will be prepared.
- Draft decision package review instructions will be completed.

VIII. ISSUES REQUIRING MANAGEMENT ATTENTION

Kathy will be out of the office May 20 and 21.

Kathy will be on jury duty the last two weeks in June.

MDM:kr

Attachment: MSProject Plans

cc: Assistant Directors
 CSD Managers
 Central Files